



**Auditor**  
**Charles E. Walder**  
*Chief Fiscal Officer*

**Return Voucher Form**

Date: **09/22/2021**

To: Elected Official, Department head, or Accounting Staff of Probate Court

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2021-00002910      Advanced Media Publications**

<input type="checkbox"/> Dept. Head Signature Missing on Cover	<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect Account Number	<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Remit Address	<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Insufficient Cash Balance Available	<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Batch not Approved in New World	<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Insufficient Balance Available on PO	<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Missing Original Invoice/Supporting Documents	<input type="checkbox"/> Due Date Deadline Missed
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature	<input checked="" type="checkbox"/> Other

Solution: Please provide a copy/proof of the postcard for this invoice. Without the requested supporting documentation, it is unclear that the accompanying orders are proper.

**Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293**

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 \* Real Estate/ Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: [auditor@co.geauga.oh.us](mailto:auditor@co.geauga.oh.us)

**AUDITORS CERTIFICATION OF FUNDS**  
O.R.C. 5705.41D

Geauga County, Chardon, Ohio January 4, 2021  
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of  
\$13,000.00  
has been lawfully approved, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the fund listed next to the item below, free from any previous encumbrances.

CHARLES E. WALDER  
GEAUGA COUNTY AUDITOR

by \_\_\_\_\_, Deputy Auditor  
GEAUGA COUNTY FEDERAL I.D. NO. 34-6001208  
SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION  
STATE OF OHIO

FOR AUDITORS USE ONLY	Date: _____
Then and Now Certificate: _____	
Warrant Received by: _____	
Date: _____	

**SHIP TO:**  
GEAUGA COUNTY  
PROBATE / JUVENILE COURT -JUDGE GRENDALL  
231 MAIN STREET SUITE 2  
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
1109639	9-27-2021	52.30
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/04/2021		
1099 AMT.		

PURCHASE ORDER NO. 2021-00000409

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION RESOLUTION JOURNAL PAGE BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. 9385

**PURCHASED FROM:**  
ADVANCED MEDIA PUBLICATIONS INC  
DBA: 48HOURPRINT.COM  
8000 HASKELL AVENUE  
VAN NUYS, CA 91406

**INVOICE TO:**  
GEAUGA COUNTY  
PROBATE / JUVENILE COURT -JUDGE GRENDALL  
231 MAIN STREET SUITE 2  
CHARDON, OH 44024

  
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Other Expenses - Other Expenses 1001-008-57-901 - Other 13,000.00  Postcards - P.	13,000.0000	\$13,000.00
TOTAL DUE					\$13,000.00

Geauga County Auditor

SEP 22 2021

RECEIVED

IN THE COURT OF COMMON PLEAS  
PROBATE DIVISION  
GEAUGA COUNTY, OHIO

FILED  
IN COMMON PLEAS COURT

2021 SEP 21 PM 1:32

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT  
EXPENDITURES  
ADVANCED MEDIA PUBLICATIONS  
INC

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2021-178

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$ 52.30 (Fifty Two Dollars and Thirty Cents) from 1001-008-57-901 to ADVANCED MEDIA PUBLICATIONS INC, at DBA: 48HOURPRINT.COM, 8000 HASKELL AVENUE, VAN NUYS, CA 91406, for community outreach, which the Probate Court has determined to be an expenditure for a proper public purpose. Pursuant to R.C. 319.16(D), "if the auditor questions the validity of [this] expenditure... the auditor shall notify the court that presented the documents, shall issue the warrant under protest, and shall notify the auditor of state of the protest."

As an elected official and member of the judicial branch of county government, the Judge of the Geauga County Probate/Juvenile Court is authorized to fix the amount due to court vendors who perform services for the court. Therefore, pursuant to R.C. 307.55(A), this payment is to be processed "Live".

Kindly provide this Court with the original check which it will mail to the vendor.

IT IS SO ORDERED.

  
TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director



8000 Haskell Ave., Van Nuys, CA 91406

Toll Free: 800-844-0599

Mon-Fri(7am-11pm ET) Sat-Sun(9am-8pm ET)

## Invoice for Order # 8525685

Order Date: 09/16/2021

P.O.#:2021-00000409

Kimberly Laurie

ID 4270903

Email: klaurie@geaugacourts.org | Phone: (440) 279-1868

### Product Details

### Delivery & Destination

### Quantity

### Price

#### ITEM #13177612

Product: Postcards

Size : 5" x 7"

Paper Stock : 14 pt. Cardstock

Coating : Gloss Both Sides

Printed Side : Full Color, Front and Back

Rounded Corners : No

Shrink Wrapping : None

Printing Turnaround : 3 Business Days

#### Delivery

1 Day Transit

#### Shipping Address

Geauga County Juvenile Court

ATTN: Kimberly Laurie

231 MAIN ST

2nd Floor

Chardon, OH 44024

Phone: (440) 279-1868

50

\$ 97.11

Shipping & Handling: \$11.31

#### ITEM #13177613

Product: Stock Image

1

\$ 2.00

#### ITEM #13177614

Product: Stock Image

1

\$ 5.00

## Payment Information

No payment received.

Subtotal \$104.11

Discount -\$63.12

Shipping & Handling \$11.31

Sales Tax \$0

Order Total \$52.3

Paid \$0

Balance Due \$52.3



Geauga County  
Accounts Payable Edit Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes	Amounts
<b>Batch Department: Probate Court Probate Court</b>									
9385 - ADVANCED MEDIA PUBLICATIONS INC	Postcards-P	Other Expenses	09/21/2021	09/27/2021	09/21/2021			No	52.30
<b>Batch Number: 2021-00002910</b>									
<b>Batch Description:</b>									
Bank Account: Clearing Account									
Invoice Terms:									
Hold Reason:									
Check Sort Code:									
Check Code:									
Manual Check: No									
Check Number:									
Freight:									
State Tax:									
County Tax:									
Local/City Tax:									
Discount:									
Retainage:									
Net Amount:									

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
	2021-00000409	N/Y/N/N/N/N	Other Expenses - Other Expenses	1.0000	Each	52.3000	52.30
G/L Distribution:							
		G/L Account/Project				Expensed	Unencumbered

1001-008-57-901 ( General Fund-Probate Court-Community Outreach-Other)

Total Invoice Items:	1	Invoice Amount Expensed:	\$52.30	Invoice Amount Unencumbered:	\$52.30
Batch Total Invoices:					
Batch Total Gross:					
Batch Total Freight:					
Batch Total State Tax:					
Batch Total County Tax:					
Batch Total Local/City Tax:					
Batch Total Discount:					
Batch Total Retainage:					
Batch Total Net:					
Batch Total Unencumbered:					

Grand Total Invoices:	1
Grand Total Gross:	\$52.30
Grand Total Freight:	\$0.00
Grand Total State Tax:	\$0.00
Grand Total County Tax:	\$0.00